



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways Office of Surveys and Aerial Mapping Atlanta, Georgia		4. Person to Contact Doug Davis	5. Working Title Administrative Off.
		6. Tel. No. 696-4634	

7. ACTION REQUESTED

<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.	<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.
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8. Earliest & Latest Dates of Series 1947 - To Date	9. Exact Series Title Preliminary Engineering Survey Request Card File
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10. What is the function of the office in which this record series is created
The Division of Highways is responsible for the planning, location, design, construction, and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision of participation of the Division. The Division of Highways is divided into five sections: The Pre-Construction Section, which determines project location through aerial photography and mapping, designs the bridges and roads involved, and obtains the right-of-way necessary; the Construction Section, which conducts the tests of soil and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the state; the Operations Section, which issues permits and enforces regulations governing overweight and oversize vehicles, designs improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid, and maintains the quality of highways; the federal Liason Section, which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements on Federal-Aid projects; and the Tollroads Section, which coordinates, administers and supervises the development, financing, implementation and operation of existing and proposed tollroads.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to preliminary engineering surveys.

Included are Survey Request Card (form #HD 336)

Files are arranged alphabetically by county and thereunder numerically by project.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				4/12			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				8			
Card File		8		This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	32	26	20	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency?
The General Accounting Office and the District Offices maintain copies. [X] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] []

24. REQUIREMENTS. The following requires the files to be kept Permanently years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
[] CALENDAR YEAR [] FISCAL YEAR [] Other See Attached Page then:

- [] Hold in the current files area month(s)/ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Office

Date 5/2/74

26. Recommendations

[X] Approved [] Disapproved

Head of Agency/Designee

Date 7-19-74

in Paragraph

[X] Approved [] Disapproved

Department of Audits/Designee

Date 7-12-74

25 are:

State

[X] Approved [] Disapproved

Secretary of State/Designee

Date 7-11-74

Records

[X] Approved [] Disapproved

Department of Law/Designee

Date 7-1-74

Committee

[X] Approved [] Disapproved

Department of Law/Designee

Date 7-1-74

Preliminary Engineering Survey
Request Card File

25. Agency Recommendations:

File:

Survey and Aerial Mapping / Cut off file upon completion of project; hold in current files area permanently.

File:

Survey and Aerial Mapping (Fulton Airport) / cut off file upon completion of project then destroy. (This is a Xerox copy used as a feference copy which is destroyed upon completion of the project)

File:

General Accounting / Cut off file upon completion of project; then destroy. NOTE: This is the original copy and is used by General Accounting because of the requirement concerning original signatures (three) required in the disbursement of funds.

File:

Office of Planning / Cut off file upon completion of project; then destroy.

File:

District Offices / Cut off file upon completion of project; hold in current files area 1 year; then destroy.

NOTE: A suspended or completed project is not a closed project. A project may be reopened at a later date.